



City of Kansas City, Missouri Job Class Specification

Job Title: NHS DIVISION MANAGER

Department: NHSD

Job Code: 3110

Status: EXEMPT

Grade: ME-G

Summary

This is responsible professional administrative work in directing the neighborhood preservation, neighborhood services and housing and community development activities of the Neighborhood and Housing Services Department.

Under general direction of a Director or Deputy Director, a Division Manager performs highly responsible administrative duties, technical and/or specialized professional work related to the management of a division within the Neighborhoods and Housing Services Department. Division Managers may also oversee a city-wide service(s) whose goals, objectives and policies have a considerable impact on organizational priorities. Key responsibilities include knowledge of the applicable Administrative Code and Code of General Ordinances to enforce the laws and ordinances regulating the assigned division, developing division goals and objectives, managing staff through direct and subordinate managers and supervisors, developing policies and procedures related to division activities, developing and administering division budgets, conducting short and long range planning.

Duties and Responsibilities

- Directs the development and implementation of goals, objectives, policies, procedures and work standards for assigned division; establishes related code and ordinance interpretations and assists in the formulation of program policies.
- Develops and monitors the division's budget; oversees financial well-being of the division by managing revenue, analyzing cost effectiveness and directing cost control activities; prepares, submits and justifies budget enhancement requests to the Director or their designee.
- Plans, organizes, and directs activities relating to affordable and market housing, community and economic development, and redevelopment programs, including: affordable, market, special needs, and continuum of care housing policy development; fair housing administration; Consolidated Plan preparation and update; and affordable housing finance administration, including CDBG, HOME, and other HUD funds.
- Manage the disposition of unclaimed or abandoned vehicles, oversee fee collection, conduct required searches to locate vehicle owner, schedule and coordinate auctions, and direct the placement of vehicles sold. Monitor vehicle storage and inventory, track vehicles received and released, and direct the placement and repositions of vehicles.
- Enforces the property maintenance and nuisance codes and health and sanitation codes for the safety, health, and welfare of the general public as required by the housing inspection, animal health, dangerous building abatement, weed and related environmental matters.
- Schedules and preside at hearings resulting from violations of applicable ordinances and adjudicates as required; defends actions before applicable Board of Review and, when necessary, in the courts.

Duties and Responsibilities

- Prepares and recommends amendments to and revisions of related codes and ordinances; promote and maintain effective working relationships with interested industry groups, neighborhood groups, property owners, and other stakeholders.
- Conducts research and analysis for the more complex projects and presents findings and recommendations at public meetings; speaks before professional, civic, and neighborhood organizations on various development subjects.
- Leads and supervises the operation and maintenance of the municipal animal shelter, directs the impound, quarantine and the disposition of animals; and the administration of animal health and welfare measures.
- Administers and enforces city ordinances governing the purchasing, storage, distribution, and sales of alcoholic beverages; issues or denies related permits and licenses; collects scheduled fees
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

Principles and practices of management and supervision;

Public sector budgeting principles and practices;

Applicable laws, rules, ordinances and regulations;

Theories, principles and operational practices applicable to the area of assignment;

Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

Develop division activities, goals and objectives, create program evaluation tools and evaluate the effectiveness of the division

Apply theories, principles and procedures in the area of assignment;

Supervise and evaluate staff, directly and through multiple levels of supervision;

Manage multiple tasks, often with competing deadlines;

Develop, implement, interpret and explain applicable laws and regulations;

Prepare clear, concise and informative reports, correspondence and other written materials;

Handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines; and

Communicate effectively with co-workers, supervisors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

Education and Experience

Accredited Bachelor's degree with major course work in Public Administration, Business Administration, or a related field and seven (7) years of related professional experience of a progressively responsible nature in housing and community development, neighborhood preservation or neighborhood services, including two (2) years at the level of Neighborhoods and Housing Services Senior Program Specialist.

OR

Accredited Master's degree with major course work in Public Administration, Business Administration, or a related field and five (5) years of related professional experience in housing and community development, neighborhood preservation or neighborhood services, including two (2) years at the level of Neighborhoods and Housing Services Senior Program Specialist.

OR

An equivalent combination of qualifying education and experience

**Certificates/
Licenses/Special
Requirements**

**Supervisory
Responsibility**

Supervision is exercised over subordinate professional and clerical employees.

**Supervision
Received**

Work is performed under general direction with wide latitude for the exercise of independent initiative and judgment.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

12/13